

BALTIMORE COUNTY, BOARD OF EDUCATION

DIVISION OF INSTRUCTION,  
Assistant Superintendent

C-156

1.

X

1. GENERAL FILE

Size: Letter size  
Dates: 1916 - -  
Quantity: 28 file drawers  
File Arrangement: By subject  
Disposable Amount: 30 cubic feet

The General File contains original records, and mimeographed and printed material on the following subjects:

Administration  
Correspondence, reports, and memoranda to schools,  
County and State agencies, and educational organizations  
Classroom Observation Reports  
Committees  
Reports and correspondence  
Curriculum  
Reports and studies  
Evaluation of High Schools  
Middle States Association of Secondary High Schools  
and Colleges  
Graduates Lists  
Alphabetical list of all graduates of secondary  
schools, 1916 - -  
Record of teachers working on degrees beyond Master of Arts

The recommendation below applies only to original records. Printed

and mimeographed material are considered non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland, 1957 edition, Art. 41, Sec. 179) and may be disposed of by the custodian when he deems them no longer necessary to the operation of his office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.